

## *Concord Heritage Commission*

### **HERITAGE SIGN PROGRAM GUIDELINES AND APPLICATION**

#### **Purpose:**

All buildings in Concord are a part of our heritage, regardless of the age of a building or its use. To encourage appreciation and enhance the historic character of our built environment, Concord Citizens are encouraged to research and document their building's history and request approval by the Concord Heritage Commission of a Heritage Sign to commemorate the building's origins, events, or significance.

#### **Suggested Heritage Sign Information:**

Consider discovering and commemorating any of the following items on a Heritage Sign:

- Owner who built the building
- Date the building was built
- Later owner(s) / occupant(s)
- Significant events associated with building
- Building's use (residential, commercial, office, bakery, haberdasher, club, etc.)
- Architect who designed the building
- First owner(s) / occupant(s)
- Owner's occupation
- Building's architectural style

#### **Application Procedure:**

Complete the three-page application on pages 6-8 of this document, outlining the building's history. Attach copies of source materials for the sign text and dates. Submit the completed application with a \$10.00 application fee, made payable to the City of Concord, to the following address:

City of Concord  
Heritage Commission  
c/o Planning Division  
City Hall, 41 Green Street, 2<sup>nd</sup> Floor  
Concord, New Hampshire 03301

It is important that the application include copies of the references and resources that support the information proposed for the sign. The Heritage Commission will review the application for completeness and accuracy and will notify the applicant if there are any questions and the approval status of the application. The Heritage Commission does not research an applicant's building and does not guarantee the accuracy of the sign text.

#### **Research and Sign Guidelines:**

The name of the building should reflect the name of the original or most significant owner of the building and the time period of the occupation. In many cases this will be the first owner, but, if the original owner lived on-site for only a few years, a subsequent owner may be more appropriate to commemorate. Sometimes it may make sense to hyphenate the two last names of the most prominent owners or occupants, (e.g., Abbot-Jones House), when there have been two primary early owners. To avoid confusion, it may be appropriate to use the first name of the significant owners, (e.g., Nathan Abbot House). Non-residential buildings often have names already associated with the buildings. The Heritage Sign may be used to commemorate any building or historic site within the city limits of Concord, regardless of the age of the building. Signs may also contain the neighborhood name as designated by the Heritage Commission.

Please contact the Heritage Commission for ideas or questions regarding the naming of the building. A document prepared by Preservation Consultant, Elizabeth Durfee Hengen, entitled, *Researching the History of a Building in Concord, NH*, can be found on page 10-11 of this document to assist you in researching your building.

### **Sign Specifications:**

All approved signs will be in the shape and format designed by the Heritage Commission and will contain the words “**Concord Heritage Commission**”. Sample signs are attached on the following pages. A display of actual signs (wooden, aluminum, and bronze) is on exhibit at Concord’s City Hall.

#### **Painted Wooden Sign with vinyl letters:**

**Small Size:** 8” x 12”  
Two predrilled holes with hardware  
Up to two lines of information, including characters and spaces  
Background color in white or ivory  
Border and lettering in black or burgundy  
Cost of sign \$90.00

**Large Size:** 10” x 16”  
Four predrilled holes with hardware  
Up to four lines of information including characters and spaces  
Background color in white or ivory  
Border and lettering in black or burgundy  
Cost of sign \$110.00

#### **Cast Aluminum Sign with brown pebble finish and brushed aluminum letters and border:**

**Small Size:** 7.5” x 12”  
Two predrilled holes with hardware  
Up to two lines of information including characters and spaces  
Cost of sign \$300.00

**Large Size:** 10” x 16”  
Four predrilled holes with hardware  
Up to four lines of information including characters and spaces  
Cost of sign \$406.00

#### **Cast Bronze Sign with brown pebble finish and brushed bronze letters and border:**

**Small Size:** 7.5” x 12”  
Two predrilled holes with hardware  
Up to two lines of information including characters and spaces  
Cost of sign \$380.00

**Large Size:** 10” x 16”  
Four predrilled holes with hardware  
Up to four lines of information including characters and spaces  
Cost of sign \$544.00

**Sign Production:**

Once approved by the Heritage Commission, the applicant will receive the original application signed and approved by the Heritage Commission. The Heritage Commission will also send a copy of the approval to the Heritage Commission's designated sign maker, Advantage Signs.

The applicant will be responsible for contacting the sign maker directly and arrange for the payment and manufacturing of the sign. The sign maker will provide the application with an estimated production time for the sign. Wooden signs generally take several weeks to produce, while metal signs take a little longer.

**Sign Placement:**

The Heritage Sign should be placed on the building in a location visible from the street. It should be placed in a location away from the house number and mailbox, so that the house address will not be confused with the numbers or names contained on the sign.

In order to create a record of Concord's buildings, the Heritage Commission reserves the right to photograph an approved sign and its building and to use the information submitted for future press releases, workshops, or publications concerning the Heritage Sign Program.

HERITAGE SIGN PROGRAM  
SAMPLE SHAPE AND TEXT OF HERITAGE SIGNS  
IN SMALL AND LARGE SIZES



PENACOOK VILLAGE

1872

**Samuel & Ann Curry  
House & Bookbindery**

Concord Heritage Commission

THE HEIGHTS

1959

**Abigail Loughlin House  
Sam Evers, Architect  
Site of former Concord Coach Stop  
On the Old Portsmouth Road**

Concord Heritage Commission

**HERITAGE SIGN PROGRAM APPLICATION**  
**Concord Heritage Commission**

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Property (if different from applicant address): \_\_\_\_\_

\_\_\_\_\_

Are you the current owner of the property?      ☐ Yes      ☐ No

If "No" is selected, who is the current owner of the property? \_\_\_\_\_

\_\_\_\_\_

**PROPERTY HISTORY INFORMATION**

The Concord Public Library has a Concord Heritage Commission *Heritage Sign Program* file, containing information to help you research a property's history and a resource guide, including a CD of the *Heritage Sign Workshop*. The *Historical Inventory of Concord Buildings* is also available at the Concord Public Library. A document prepared by Preservation Consultant, Elizabeth Durfee Hengen, entitled, *Researching the History of a Building in Concord, NH*, can be found on page 8 of this document to also assist you in researching your building.

**Please provide the following information, if available, and include copies of any source documents used to support your request.**

Year of Construction: \_\_\_\_\_

Name of Original Owner: \_\_\_\_\_

Name of Builder (if known): \_\_\_\_\_

Name of Architect (if known): \_\_\_\_\_

Sources of Information: \_\_\_\_\_

Neighborhood Name (if known): \_\_\_\_\_

**Please attach copies of any supportive information concerning your building (i.e., Concord histories, deeds, newspaper articles, building permits, tax assessment cards showing the dates of construction), or any other sources you have found that support the requested sign dates and text.**

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**HERITAGE SIGN PROGRAM ORDER FORM**  
**Concord Heritage Commission**

Applicant Name: \_\_\_\_\_

**Sign Selection (please check all applicable items):**

**Painted Wooden Sign with Vinyl Letters:**

\_\_\_\_ **Small Size:** 8" x 12"; two predrilled holes with hardware; Up to two lines of information, including characters/spaces  
Background Color: \_\_\_\_\_ White \_\_\_\_\_ Ivory  
Border & Lettering: \_\_\_\_\_ Black \_\_\_\_\_ Burgundy  
**Cost: \$90.00**

\_\_\_\_ **Large Size:** 10" x 16"; four predrilled holes with hardware; Up to two lines of information, including characters/spaces  
Background Color: \_\_\_\_\_ White \_\_\_\_\_ Ivory  
Border & Lettering: \_\_\_\_\_ Black \_\_\_\_\_ Burgundy  
**Cost: \$110.00**

**Cast Aluminum Sign with brown pebble finish and brushed aluminum letters and border:**

\_\_\_\_ **Small Size:** 7.5" x 12"; two predrilled holes with hardware; Up to two lines of information, including characters/spaces  
**Cost: \$300.00**

\_\_\_\_ **Large Size:** 10" x 16"; four predrilled holes with hardware; Up to four lines of information, including characters/spaces  
**Cost: \$406.00**

**Cast Bronze Sign with brown pebble finish and brushed bronze letters and border:**

\_\_\_\_ **Small Size:** 7.5" x 12"; two predrilled holes with hardware; Up to two lines of information, including characters/spaces  
**Cost: \$380.00**

\_\_\_\_ **Large Size:** 10" x 16"; four predrilled holes with hardware; Up to four lines of information, including characters/spaces  
**Cost: \$544.00**

**Text on Sign:** Spaces available for lettering for both the small and large signs are shown on page three of this application. Be sure to leave a blank box for spaces between words. Please complete carefully, neatly, and clearly, as the sign will be made exactly as shown on the form when approved. *The Heritage Commission may designate and insert the name of the building's neighborhood on the sign as shown in the sign examples.*

**Custom Sign Sizes:** The applicant may propose the same sign shape in sizes that are larger than the selections shown above. The shape and text requirements remain the same as above, and upon application approval, the applicant will obtain the actual cost from the sign maker directly. *Please note that it is the responsibility of the applicant to obtain any necessary City approvals for signage.*

**Approval and Sign Production Process:** I/We understand that upon final approval from the Heritage Commission, I/We will be authorized to contact the Heritage Commission's designated sign maker by showing the Heritage Commission's signed approval. I/We will present the Heritage Commission's approval to the sign maker and will arrange for full payment and make all arrangement for sign production (including any additional installation charges) directly with the sign maker, Advantage Signs, Inc., 128 Hall Street, Concord, NH 03301. I/We release the City of Concord and the Concord Heritage Commission for all liability.

Application Date: \_\_\_\_\_

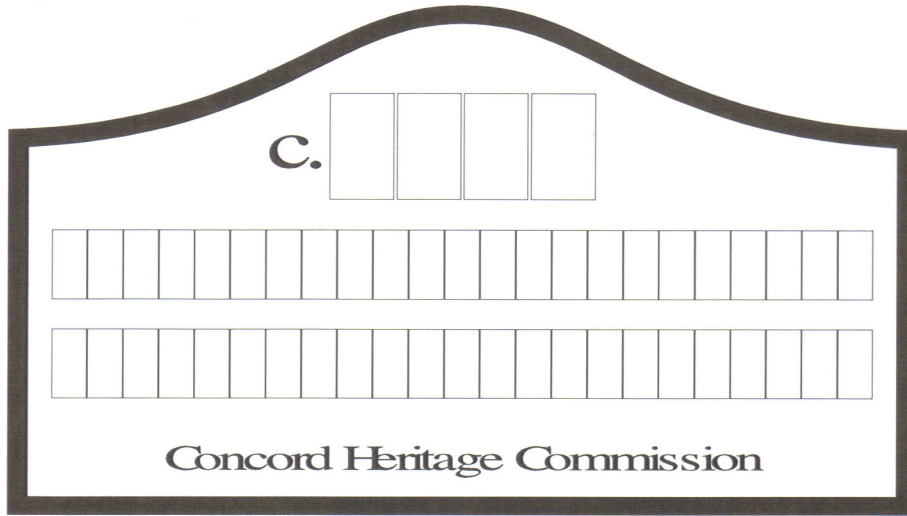
Applicant(s) Signature(s): \_\_\_\_\_

**Application Fee Paid:** \_\_\_\_\_ **(For City of Concord Use Only)**

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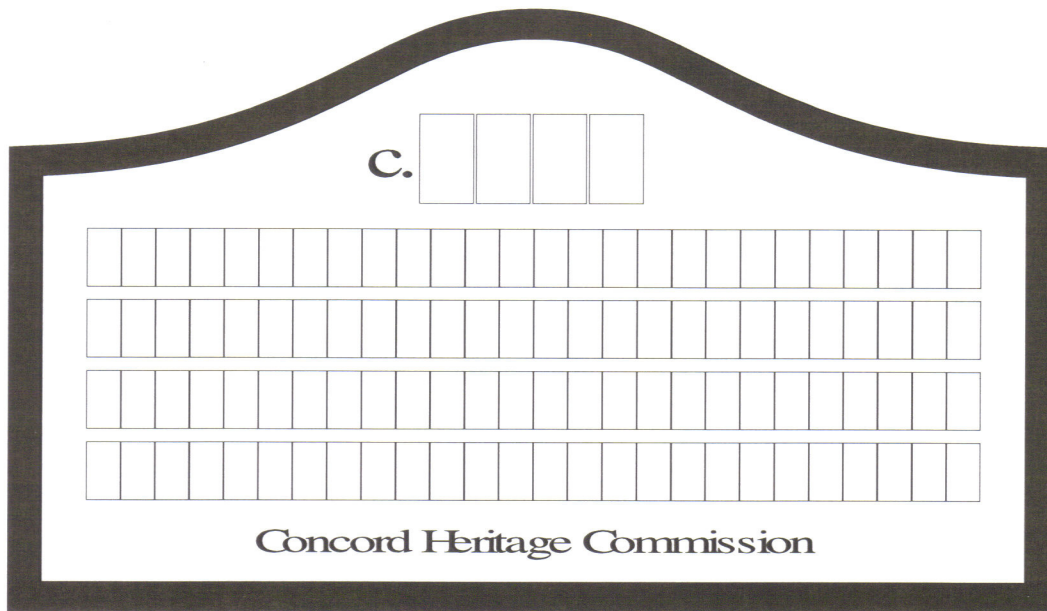
## APPLICANT'S REQUESTED SIGN TEXT

**Please fill in the blocks detailing the date and text you would like on your Heritage Sign.** Be sure to attach any and all information that supports the dates and text that you propose for your sign. This information is necessary for the Concord Heritage Commission to approve your sign.



A template for a small heritage sign. It features a dark brown border with a curved top. Inside, the text "C." is followed by four empty boxes for the year. Below this are two rows of 20 empty boxes each for the sign text. At the bottom, the text "Concord Heritage Commission" is printed in a serif font.

Small Sign Format



A template for a large heritage sign. It features a dark brown border with a curved top. Inside, the text "C." is followed by four empty boxes for the year. Below this are four rows of 20 empty boxes each for the sign text. At the bottom, the text "Concord Heritage Commission" is printed in a serif font.

Large Sign Format

Name of Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

**Heritage Commission Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## **HISTORICAL RESOURCES**

### **Concord Heritage Commission**

### **Heritage Sign Program**

The following information should be reviewed prior to beginning the search of your building's history and the completion your Heritage Sign application:

*Researching the History of a Building in Concord, New Hampshire*, prepared for the Heritage Commission by Preservation Consultant, Elizabeth Durfee Hengen. A copy of this report is attached to this document and is also on file in the Concord Public Library. You may obtain this report by asking the Reference Librarian for the Concord Heritage Commission's *Heritage Sign Program* file.

#### **Local and Internet Resources:**

*Concord Public Library*, 45 Green Street, Concord, New Hampshire. For additional information, visit their website at <http://www.concordnh.gov/library>. You may request the following information in person at the Library:

**The Concord Heritage Commission's *Heritage Sign Program*** file, which contains a CD of the Heritage Sign Workshop and information about the *Heritage Sign Program* and research tips.

**The Concord Room** at the Concord Public Library, which contains files and information about the history of the City of Concord.

*NH State Library*, 20 Park Street, Concord, New Hampshire. For more information about the resources at the State Library, visit their website at <http://www.nh.gov/nhsl>.

*NH Historical Society*, 30 Park Street, Concord, New Hampshire. Visit the Tuck Library or the Historical Society's website at <http://www.nhhistory.org/library.html>.

*City of Concord Code Administration*, 37 Green Street, City Hall Annex, Code Administration Office, Concord, New Hampshire. Visit the City's Code Administration Office to research building permits, or visit their website at <http://www.concordnh.gov/codeadmin>.

*City of Concord Planning Division*, 41 Green Street, City Hall, Planning Division, Concord, New Hampshire. Visit the City's Planning Division to research development plans and files, or visit their website at <http://www.concordnh.gov/planning>. You may also obtain information regarding the *Heritage Sign* program on the Planning Division's website and click on the Heritage Commission link on the left hand side of the screen. Then click on the Sign Application Program on the left side of the screen.

*Merrimack County Registry of Deeds*, 163 North Main Street, Concord, New Hampshire. Visit their website at <http://www.merrimackcounty.nh.us/landata.com/default.asp>, for a searchable online index for names of landowners. To view the documents online, you will need to set up an free account. There are no fees to examine the documents in the Registry office; however, fees are charged to obtain copies of documents.

*Rockingham County Registry of Deeds* Visit their website at <http://www.nhdeeds.com> for Merrimack County deeds prior to 1823. Some of these early records are searchable online. Fees are charged to obtain copies of documents.

*National Register of Historic Places* Visit their website at <http://www.cr.nps.gov/nr> for information regarding property listed on the National Register.

## ***RESEARCHING THE HISTORY OF A BUILDING IN CONCORD, NH***

### ***CONCORD HERITAGE COMMISSION***

*2<sup>nd</sup> Floor, Planning Division*

*City Hall, Concord, NH*

1. Check National Register of Historic Places nominations, which are available online at <http://www.cr.nps.gov/nr> or by visiting the following locations:

- *New Hampshire Division of Historical Resources*, 19 Pillsbury Street, Concord, NH. (You will need to call to make an appointment: (603) 271-3483 or (603) 271-6568)
- *Concord Public Library's Concord Room*, 45 Green Street, Concord, NH
- *New Hampshire Historic Society*, 30 Park Street, Concord, NH.

(Please note that the Concord Public Library and the NH Historical Society may not have all nominations)

2. Check the *Concord Historic Building Inventory* to see if property was included. The inventory is on file at the following locations:

- *Concord Public Library's Concord Room*, 45 Green Street, Concord, NH; (Ask the Reference Librarian for assistance).
- *NH Historical Society Library*, 30 Park Street, Concord, NH
- *City of Concord Planning Division*, 41 Green Street, Concord, NH
- *NH Division of Historical Resources*, 19 Pillsbury Street, Concord, NH; (The most complete listing will be found here).

NB: Both the National Register nominations and the building inventory will soon be available on the web, accessed via the City of Concord's website.

If the building is not listed on the Register and has not been inventoried, try the following:

1. Locate the building on Concord's historic maps, which can be found at the Concord Public Library's Concord Room and the NH Historical Society.

- Published in 1827, shows Main Street area
- Published in 1846, shows Fishersville, which is now Penacook
- Published in 1851, shows downtown and surrounding neighborhoods
- Published in 1858 and 1868, shows downtown and surrounding neighborhoods, as well as Penacook
- Published in 1875, provides a bird's eye view of downtown and surrounding neighborhoods
- Published in 1886, provides a bird's eye view of Penacook
- Published in 1892 as well as the various Sanborn insurance company maps, published from 1869-1965.

2. If the map lists the name of the owner, look up the owner's name in the appropriate City Directory, which has been published nearly annually from 1832 onward. The Directory will list the owner's address and occupation. Once found, you should research backwards in the Directory to see when the owner is first listed at that address. Directories published after 1930 are indexed not only by surname, but also by street address.
3. Go to the Merrimack County Registry of Deeds and look up the earliest property owner available in the

Grantee Index. This will help you to determine when the owner purchased the property, and whether a building had been standing on the property at that time. Next, take this information and look up the owner in the city directory for that particular year to determine the owner's occupation.

4. If you are ambitious, the following sources can also be checked for additional information regarding the property and its owners:

- *Bouton's 1856 History*, indexed
- *Lyford's 1903 History*, indexed
- Amsden's three-volume manuscript entitled, *A Capitol for Concord*, indexed and an excellent source for pre-1850 owners.

5. Other, more recently published sources include the following:

- *Capital Views: A Photographic History of Concord*
- *Village of Penacook: An Architectural and Historical View*
- *The Village of West Concord*
- *Concord Eastside: A History of East Concord*
- *A Bend in the River*

These publications are available in the Concord Public Library's Concord Room and the New Hampshire Historical Society. You may also purchase some of these publications at the New Hampshire Historical Society or Gibson's Bookstore.

6. If your building is in Penacook, you may also try the following:

- Brown's 1902 history of Penacook

7. Look up the obituary for the owner by year of death, either in the City Directory or at the New Hampshire Division of Vital Records, Hazen Drive, Concord, New Hampshire.
8. Check the United States Census Bureau records, including the agricultural schedules for farms, published in 1850, 1960, 1870, and 1880. These can be viewed on microfilm at the New Hampshire State Library.
9. Check the family genealogies at the New Hampshire Historical Society or the New Hampshire State Library.
10. Check probate records at the Merrimack County Registry of Probate.
11. Check the Notable Index at the NH Historical Society. This will be most useful for researching prominent individuals.
12. Check the photograph files in the Concord Room at the Concord Public Library and at the New Hampshire Historical Society.
13. Check early 20<sup>th</sup> Century *Concord Monitor* indices in the Concord Room at the Concord Public Library and at the New Hampshire State Library.

14. Plan files at the Merrimack County Registry of Deeds, which are usually indexed by the name of the developer, engineer, or owner. These files will most likely yield information if the building was part of a subdivision or is relatively recent.
15. For 20<sup>th</sup> Century history, interview long-time neighbors or former owners.

NB: To best determine the date of a house, the historical record should be complemented by a visual inspection of at least the exterior of the building to be certain it was not replaced at some point, as that often is not reflected in the written record.

If you run into problems, send a query, ideally with a photograph of the building, to the Heritage Sign Committee; Concord Heritage Commission, c/o Planning Division, City Hall, 41 Green Street, Concord, NH 03301.

Prepared for the Concord Heritage Commission by  
Elizabeth Durfee Hengen, Preservation Consultant, 2004